

**Memorandum of Understanding (MOU) between the Provost and the Faculty Senate  
regarding the Creation, Movement, Renaming or Elimination of Academic Programs,  
Departments, and Colleges**

**Background**

The present MOU was formulated because the University has no policies that directly govern the creation, movement, renaming or elimination of colleges, departments, or programs. Recent restructuring of colleges, departments, and academic programs has revealed that such policies would be useful when administrative units are changed. Although the structure of administrative units does not fall within the Faculty Senate's formal jurisdiction, the faculty will be consulted because it has an interest in changes in such units.

This MOU describes a process of consultation between the faculty and the Provost that can be used for creating, moving, renaming or eliminating an academic program, department, or college. The process described here applies only to changes in administrative structure. It does not apply to curricular changes. Curricular issues related to changes in administrative structure will go through the normal Faculty Senate approval process. Throughout this document, the term "department" means "department and/or school," following the usage in the *Faculty Manual*, and an "academic program" is defined by the *Faculty Manual* as an interdepartmental set of faculty that have an individual budget, an administrative officer, and a set of courses that lead to a degree.

This MOU was originally agreed to by the Faculty Senate as a whole on 30 January 2014. This revision has been made to include creation of and changes to academic programs.

**Process for Creation of a New Academic Program, Department, or College**

The process for creating a new academic program, department, or college begins with obtaining pre-approval from the Provost. This request for pre-approval should emanate from the dean of the college proposing the new academic program or department. Next, a Notice of Intent to create such a unit should be filed with the Provost's Office. A form, attached to this MOU, contains a set of questions that should be addressed in this Notice of Intent.

If the Provost decides that the Notice is not worthy of consideration, the process stops and the Provost informs those who submitted the Notice of his or her decision. If the Provost decides that the Notice is worthy of consideration, (s)he sends that Notice to the Executive Secretary of the Faculty Senate. The Provost, in consultation with the Faculty Senate Executive Committee, will then decide whether the Notice should receive full consideration by the Faculty Senate.

If the decision is positive, the proposal will be examined by, at least, the Faculty Senate Steering Committee and the Faculty Affairs Committee. Other Faculty Senate committees and, potentially, the entire Faculty Senate and/or the entire faculty, may be involved as determined by the Faculty Senate Steering Committee. The Faculty Senate Executive Committee will summarize the results of the Faculty Senate deliberations and will send recommendations concerning the creation of the unit to the Provost by the last day of the semester following the semester in which the Faculty Senate received the Notice.

The Notice of Intent to Create a Department includes the question of whether the department should also serve as a tenure unit. A tenure unit is the unit within which tenure is held by tenured faculty members at the University. Inclusion of this question and a requirement for justification recognizes that some, but probably not all, newly formed departments should also serve as tenure units.

**Process for Movement of an Academic Program, Department, or College across Campuses or Administrative Structures**

This process is identical to that for creation of an academic program, department, or college except that the questions involved in the Notice of Intent differ somewhat from those involved in the Notice of Intent to Create an Academic Program, Department, or College (see the attached form).

**Process for Renaming an Academic Program, Department, or College**

This process is identical to that for creation of an academic program, department, or college except that the questions involved in the Notice of Intent differ somewhat from those involved in the Notice of Intent to Create an Academic Program, Department, or College (see the attached form).

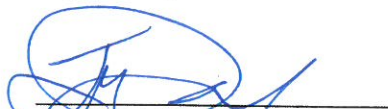
**Process for Eliminating an Academic Program, Department, or College**

Because it has been effective in the past, the description of unit discontinuation in Section III.E.3.b of the *Faculty Manual* will be used as the process for eliminating a program, department, or college with the further stipulation that this process will begin as described under "Process for Creation of a New Program, Department, or College" [i.e., with pre-approval by the Provost and then a filing of a Notice of Intent to Eliminate an Academic Program, Department, or College with the Provost's Office (see the attached form)].

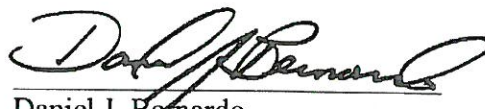
**Conclusion**

This MOU may be terminated by a vote of the Faculty Senate or by the Provost. Both parties are required to provide 60 calendar days' notice (excluding the period between the end of the Spring semester and the beginning of the Fall semester) before termination is effective. Notice by the Provost must be given to the Executive Secretary of the Faculty Senate.

Signatures,

  
\_\_\_\_\_  
Judith McDonald  
Chair, Faculty Senate

8/14/18  
Date

  
\_\_\_\_\_  
Daniel J. Bernardo  
Provost and Executive Vice President

August 13, 2018  
Date

# Notice of Intent to Create an Academic Program, Department, or College

Proposed name of unit

Proposed campus(es)

Unit Type (select one)

If academic program or department,  
where will unit be housed?

Academic Program

Department

College

Justification for new unit. If a department, indicate whether it will serve as a tenure unit, and justify

List of existing units that will be eliminated if unit is created. If none, enter "None"

If academic program or department, list faculty who will be members of the unit. If college, list academic units that will be members of the college

Describe process used to consult faculty affected by creation of the proposed new unit

Describe process used to consult other academic units affected by creation of the proposed new unit

List any and all objections raised during consultations to creation of the proposed new unit, and provide responses to each

Proposed budget

Describe impact on Libraries. If none, enter "None"

Desired start date (semester, calendar year)

Name of person submitting this Notice

Date submitted

If program, electronic signature of head of  
sponsoring department

Date signed

If academic program or department, electronic  
signature of dean of sponsoring college

Date signed

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Submit completed form to Office of the Provost and Executive Vice President at  
[provost.deg.changes@wsu.edu](mailto:provost.deg.changes@wsu.edu) .

# Notice of Intent to Eliminate an Academic Program, Department, or College

Name of unit

Rationale for elimination of unit

List of faculty currently housed in the unit, with titles

List of other units that will be affected by elimination of this unit. If none, enter "None"

Describe process by which affected faculty and other units were consulted about proposed elimination

Describe plans to mitigate the impact of the proposed elimination on affected faculty and other units

Desired effective date (semester, calendar year)

Name of person submitting this Notice

Date submitted

Submit completed form to Office of the Provost and Executive Vice President at [provost.deg.changes@wsu.edu](mailto:provost.deg.changes@wsu.edu) .

# Notice of Intent to Move an Academic Program, Department, or College

Name of unit

If academic program or department, where is  
unit currently housed?

Desired move (select one)

Move academic program to new department

Move department to new college

Relocate academic program, department, or college personnel to different campus

Justification for proposed move

List of existing units that will be impacted by proposed move. If none, enter "None"

Describe the impact of the proposed move on faculty associated with the unit

Describe process used to consult faculty affected by proposed move

Describe process used to consult other academic units affected by proposed move

List any and all objections raised during consultations to proposed move, and provide responses to each. If none, enter "None"

Describe all efforts that will be made to minimize negative impacts on the faculty of the proposed move

Desired start date (semester, calendar year)

Name of person submitting this Notice

Date submitted

If moving an academic program, electronic signatures of head of current department and proposed new department

Date signed

If academic program or department action, electronic signature of dean of sponsoring college

Date signed

If academic program or department relocation to new college, electronic signature of dean of proposed new college

Date signed

Submit completed form to Office of the Provost and Executive Vice President at [provost.deg.changes@wsu.edu](mailto:provost.deg.changes@wsu.edu) .

# Notice of Intent to Rename an Academic Program, Department, or College

Name of unit

Proposed new name of unit

Justification for proposed name change

Describe process used to arrive at new name, including consultations with faculty and other potentially affected units

List any and all objections raised during consultations to proposed new name, and provide responses to each. If none, enter "None"

Desired effective date (semester, calendar year)

Name of person submitting this Notice

Date submitted

Electronic signature of dean of sponsoring college

Date signed

Submit completed form to Office of the Provost and Executive Vice President at [provost.deg.changes@wsu.edu](mailto:provost.deg.changes@wsu.edu) .